TeacherWeb For New Users  
Updated 7/2011

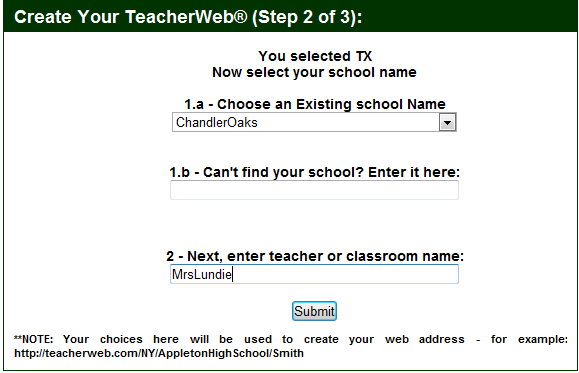
TeacherWeb Tutorial Videos: <http://teacherweb.com/AK/Appleton/TutorialVideos/apt12.stm>

**Creating a New Teacher Web Page**

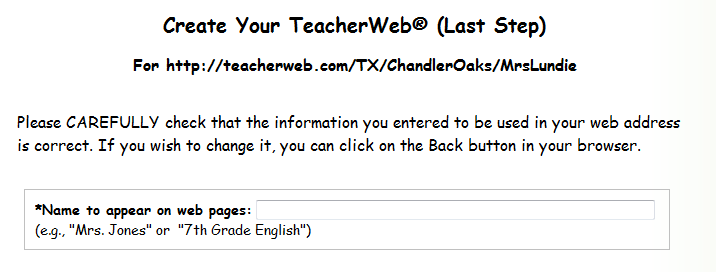
1. Go to <http://teacherweb.com/>
2. Go to Sign Up at the top of the page and click on “Create a New Teacher Web Site”
3. Select Texas (Schools A-M) or Texas (N-Z). Submit.



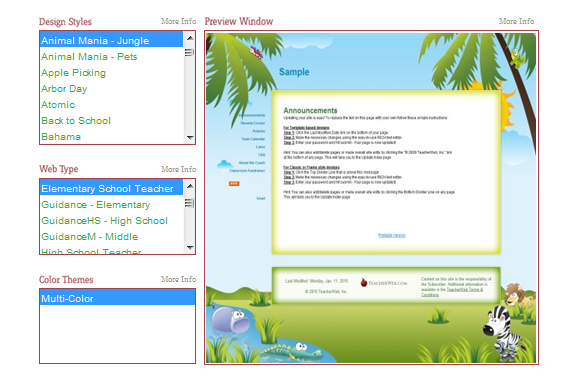
1. Choose and Existing School Name. All RRISD schools will be on the drop down menu.
2. Enter your name. The name you choose will be use in the URL, not at the top of the page.



1. Check the web address to make sure it is correct. Give your web page a name.



1. Select a design. You can preview the styles until you find one you like. You will need to select the Design Style, the Web Type (gives you a set of pre made pages based on your occupation) and Color Theme.



1. Complete the registration information. The account code for RRISD is :\_\_\_\_

Enter your RRISD email address if you have one. If you need to use your home address, check the box “I do NOT want students/parents to email me from my website. Choose a password you will remember, agree to the Terms and Conditions, and Submit.

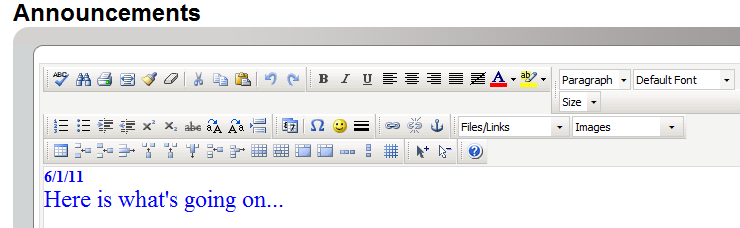
1. Your web page is created! Look at the pages created by default. You can add, delete and reorder pages.

**Making Changes to Your Web Page**

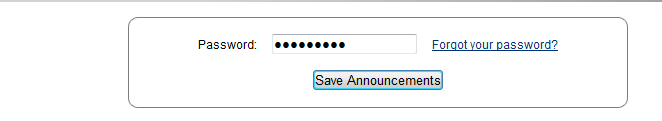
At the bottom of each page is a box like this:



By clicking on the Last Modified date, you can make changes to the current page.

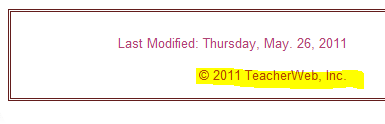


The page becomes editable, and you have some tools available to you similar to a word processor. (Some page types do not have a rich editor, but rather fields that can be changed. Ex: Supply List page). Make your changes, scroll to the bottom, and enter your password to save.

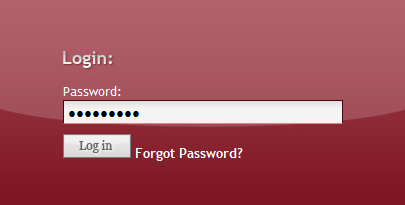


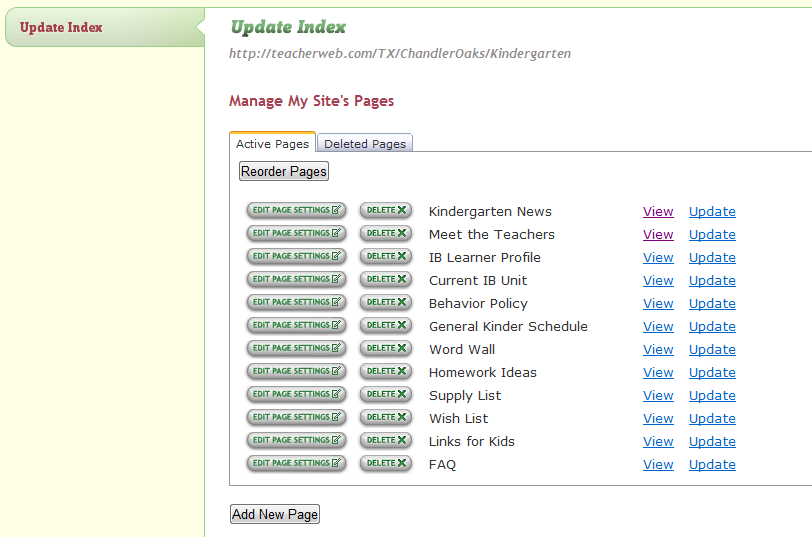
**Making Changes to the Structure of Your web Page**

By clicking on the Copyright line on the bottom of any of your pages, you can access your **Update Index.** Here you can add or delete pages, reorder pages, upload files, change your style, update your email, etc

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Click on the copyright.

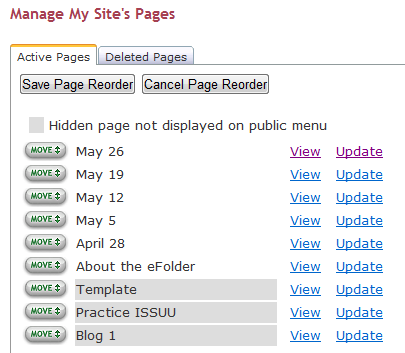
Enter your password.



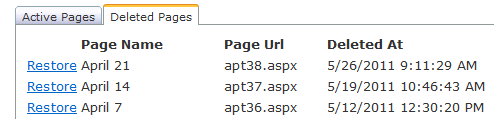
**Adding Additional Pages**

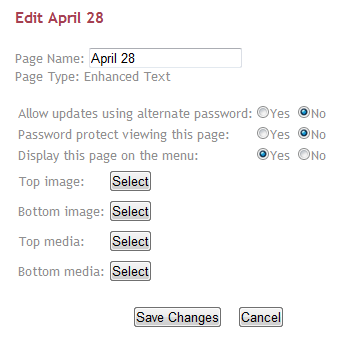
1. To add new pages to a TeacherWeb site, go to the Update Index page (click on the copyright statement on the bottom of your page).
2. Enter your password.
3. Click the Add A New Page button.
4. Select the page type that you would like to create- choose **Enhanced Text** for the most options on an all-purpose page.
5. In the window that appears, give your page a name and click Add Page. If you would like an image on the top or bottom part or your page, explore the Select buttons in that window.

**Reordering Pages**

1. Click on Reorder Pages.
2. Drag the pages to the order that you prefer.
3. Click Save Page Reorder.

**Deleting Pages and Editing Page Settings**

1. Click on the Delete Page button next to any page that you do not need. You will be asked to enter your password to confirm the deletion. Deleted pages are stored on the “Deleted Pages” tab. If needed, you can restore deleted pages.  
   
2. Click on Edit Page Settings. You can change the page name, allow a second editor to work on the page, password protect viewing this page. You can choose whether to display the page on the menu or not. (If you choose no, it is “hidden” or can be linked from another page on your site.) Save your changes.



**Uploading Files**

1. You can upload any type of file to make it available from your website including PDFs, MP3s, Office documents, etc.
2. Click on the bottom copyright date to access the Update Index page.
3. Enter your password.
4. Click on the Page Settings tab.
5. Click on File Management on the left side of the page.
6. You will see a list of files that you currently have uploaded on the TeacherWeb server. To add another file, scroll down and choose Browse.
7. Browse to the location of where your file is saved and select it.
8. Select Upload File.
9. When successfully uploaded, it will appear in the list of files.
10. To delete any of your files, put a check in the b ox next to the file name and click the delete button to the right of the file name.
11. Click OK to confirm this deletion.

\*Now that your files are uploaded, you can use or link to them from any enhanced page.

**Newsflash Alerts**

Use this page to create an email distribution list and send a message to the list via your TeacherWeb page.

1. On your newsflash page, click the Last Modified Date link on the bottom of the page to edit your page.
2. Enter text into the enhanced text box. This is the message students/parents will see when they visit your newsflash page.
3. Enter your password and submit update.
4. Return to your Newsflash page and click the Last Modified link again.
5. Click on the Manage Options button.
6. Put a check in the box under “Allow Users to Subscribe” and “Require Password”.
7. Enter a password that parents will use to sign up to your Newsflash.
8. Click Update.

**Subscribing to the Newsflash**

1. Parents or students should like on the “Subscribe to this Newsflash” button on your Newsflash page.
2. They have the choice of receiving the Newsflash email on their computer or their mobile phone.
3. After entering their email address or mobile number, they will be required to enter the subscribing password that you selected in order to add their information to the list.
4. They will click the Subscribe button and they will receive a confirmation message at the bottom of the screen if the sign up was successful.

**Sending Newsflash Messages**

1. To send a Newsflash message, click on the Last Modified link on your Newsflash page.
2. Scroll down to the Email Subject field. Enter a subject for this message.
3. Enter your name in the Email From Name box.
4. Enter your message in the Email/Text Message box.
5. Enter your TeacherWeb password and click the Submit Update and Send Email button at the bottom of the page.
6. A pop-up window will appear asking if you want to send the message now, click OK.

**Things to Note:**

* Subscribers will receive either an email or a text message with your Newsflash message as well as a link back to the Newsflash webpage.
* By requiring a subscription password, you maintain control over who is adding their information to your list.
* You can always add or delete information from your Newsflash list by clicking on the Manage Subscribers link.

**Photo Gallery**

1. To create a photo gallery, add a Gallery Page to your TeacherWeb (if you’ve forgotten how, return to page two).
2. Make sure you already resized your images and uploaded them to the TeacherWeb server using the File Management Link on the Page Settings tab.
3. On the Gallery Page, browse for the image(s) you want to include, giving each a title and caption if you like, and positioning it on the page.
4. You may upload up to eight images into each gallery page.
5. Enter your password and submit changes.

**Things to Note:**

* + Copyright Notice:  When uploading files, it is your responsibility to act in accordance with the copyright and trademark laws of the United States and to ensure compliance with the TeacherWeb Terms and Conditions.
  + You must check that a student has permission for their photo to be posted online.
  + Resize your images with IrfanView before uploading them to the Gallery. The smaller the image, the less size they take up on the server.

**Website Calendars**

This page type displays a grid-style calendar.  The events posted in the calendar are added through your site's "Calendar Events" section.  The events created here are automatically added to all Website Calendar pages.  
  
When creating events in the Calendar Events section, you can create separate categories for different events.  The Website Calendar page allows you to filter categories, so that only events in specific categories are posted to the page.

Watch the how-to video: <http://teacherweb.com/AK/Appleton/TutorialVideos/apt2.stm>

**Incorporating Blogs Into Your Webpage**

1. Click on your blog page.
2. Click on the Last Modified link at the bottom of the page to edit your blog page.
3. Enter your TeacherWeb password and click Log In.
4. Click on Add Entry (New Topic) on the right side of the page.
5. You will create your first post by entering a title, entering text/images/audio/video, and setting the requirements for visitor responses.
6. After you have completed your post, click Save Post.

**Things to Note:**

* You must have already uploaded images/audio to the TeacherWeb server in order to include them in your post.
* You must **UNCHECK BOTH** “Require email address…” checkboxes in order for students to be able to comment on your blog.

TeacherWeb blogs are moderated by the teacher. That means nothing gets posted until the teacher approves it. You will receive an email message notifying you that there are comments awaiting approval.

1. To approve comments, log into your Blog page.
2. For each post, you will see a link identifying the number of unapproved comments. Click on this link to review the comments.
3. You will be able to approve comments individually or click a link to immediately approve all unapproved comments for that entry.
4. You are able to delete comments and/or posts by clicking the delete link. All entries you post will remain available on the Blog page until you remove them.  Old entries can be accessed from the Archives link on the right side of the page.